

**ASSISTANT REGISTRAR OF VOTERS**  
(Executive Management)

**DEFINITION:**

Under administrative direction, to serve as principal assistant to the Registrar of Voters; to assist in managing the overall activities of the Office of Registrar of Voters; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This is a one-position executive management class allocated only to the Office of Registrar of Voters. The Assistant Registrar of Voters serves as the principal assistant to the Registrar of Voters and assists in managing the activities of the department by providing all eligible citizens in San Diego County with the opportunity to register and vote in Federal, State, and local elections.

**GENERAL DUTIES AND RESPONSIBILITIES:**

Assists in planning, directing, organizing, coordinating, and evaluating the overall activities of the Registrar of Voters by providing citizens with the opportunity to register and vote in Federal, State, and local elections; assists in directing the development and implementation of County-wide policies and procedures concerning departmental services; assists in directing the development and implementation of departmental plans and programs; assists in directing the preparation of precinct maps and the maintenance of voter registration and other election records; negotiates and administers contractual agreements for election services and supplies; coordinates departmental services with County departments and public/private agencies; reviews, canvasses, and certifies election results; reviews and files candidate nomination and financial disclosure documents; reviews Federal and State elections bills and provides input on needed legislative changes; assists in developing the department's annual budget and monitors revenue and expenditure transactions; conducts fiscal analysis and prepares cost projections; identifies operational problems and formulates appropriate solutions; prepares reports and correspondence; acts as liaison with other public and private agencies and provides information to County departments, the public, and agency representatives on departmental activities; participates in inter-jurisdictional committees and task forces on election bills and activities; performs special studies and projects as assigned by the Registrar of Voters; acts in the absence of the Registrar of Voters; and supervises subordinate staff.

**MINIMUM QUALIFICATIONS:**

**Thorough Knowledge of:**

- Election processes and procedures as related to the administration of election affairs.
- Federal and State/local laws, codes, regulations, and standards pertinent to election rules and procedures.
- The General Management System in principle and in practice.
- Contract negotiation and administration.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.

**General Knowledge of:**

- Policy and procedure development and implementation related to the Registrar of Voters.

**Skills and Abilities to:**

- Assist in planning, organizing, directing, and evaluating the overall activities of staff involved in providing election services to the public.
- Coordinate departmental services with County departments and public/private agencies.
- Ensure that departmental activities conform to Federal, State, and local laws and regulations concerning election activities.
- Identify and resolve departmental operational problems.
- Prepare annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from other governmental agencies, and the media.

**SPECIAL NOTES, LICENSES OR REQUIREMENTS:****License:**

This class requires possession of a valid California Class C driver's license, which must be maintained throughout employment in this class, or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.